



Submit application to:
Laurie Colgan, Director
Child Nutrition Programs
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

I. SCHOOL INFORMATION

1. School District/School Food Authority: *(This is the school district that operates a school food service program)*

2. LEA Number: _____

3. School Name: _____

4. School Address: _____

5. Name of Person to Contact About This Application: _____

6. Phone: _____ email: _____

7. Eligibility Data: **State Agency will complete this section**

School Enrollment	Free & Reduced Percentage	Month/Year This Data Comes From

8. Grades that will participate: _____

9. Is this school a Team Nutrition School? Yes ____ No ____

(if you are not sure, you can check the list at <http://teamnutrition.usda.gov/database.html> You can find more information about Team Nutrition at <http://www.fns.usda.gov/tn/about.html>)

10. Is before school care available? Yes ____ No ____

11. Is after school care available? Yes ____ No ____

FRESH FRUIT AND VEGETABLE PROGRAM APPLICATION

II. PROPOSAL

- 1) Describe the school's plan to implement the Fresh Fruit and Vegetable Program. Include where the food will be served, to whom, how often, include operating months, and the days per week. Also indicate if the FFVP will be offered at different times during the day. For example, preschool through grade 4, AM services; grades 5-8 will have the fruits and vegetables in the PM.
- 2) How will the school integrate the Fresh Fruit and Vegetable Program with other efforts to promote sound health and nutrition, reduce overweight and obesity, and/or promote physical activity?
- 3) Does this school purchase and receive locally grown produce? Yes _____ No _____
If "yes", please describe:
- 4) Does the school participate in farm to school activities? Yes _____ No _____
If "yes", please describe

- 5) Discuss any partnerships your school has or will have to support the program. Examples are: partnerships with cooperative extension services; agreements with local grocers to purchase prepared fruits and vegetables; agreements with local farmers to supply fruits and vegetables; working with the PTA/PTO to assist in implementing the program; working with the Five-A-Day Coordinator for nutrition education materials, parent volunteers, etc.
- 6) Describe proposed nutrition education activities (one-time event or ongoing activities) that will be used to promote acceptance and the consumption and increase in knowledge of fruits and vegetables. Who will provide the nutrition education and conduct nutrition education activities and/or lessons? What are the anticipated costs or will the activity be donated/in-kind?

FRESH FRUIT AND VEGETABLE PROGRAM APPLICATION

IV. STAFFING INFORMATION

Primary Contact Person for Claims. This must be the school food service director.		
Name/Title	E-mail Address	Phone Number

Project/Site Manager Contact Information. This is the person that will be involved in overseeing the preparation and distribution of the fruits and vegetables on a daily basis. This may be the same person as the Primary Contact, if so, enter "same" in the Name block below and skip to section V.		
Name/Title	E-mail Address	Phone Number

V. SIGNATURES (All four are required. If the site manager and the food service director are the same please note that in the space for Site Manager and have the Food Service Manager/Director sign in the Director's spot.)

We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by USDA. Further, we agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines. Please provide the contacts shown below or equivalent positions for private schools or residential child care institutions.

Project/Site Manager		
Name (Print)	Signature	Date
School Principal		
Name (Print)	Signature	Date
Food Service Director		
Name (Print)	Signature	Date
District Superintendent		
Name (Print)	Signature	Date

**FRESH FRUIT AND VEGETABLE PROGRAM
APPLICATION**

Proposed Budget

OPERATING COSTS

Fruits & Vegetables

Supplies

Program Labor

Total Operating Costs

ADMINISTRATIVE COSTS

TOTAL BUDGET

Proposed Operating Days per Week:

Proposed Months of Operation:

Schools approved to participate in the program will receive between \$50 and \$75 per enrolled student for the FFVP. Each month a claim will need to be submitted to Child Nutrition Programs to receive reimbursement for the program. An SDE 1.1, supporting the information on the claim, will also be required to be submitted by the Business Manager or Fiscal Officer. Allowable costs that may be claimed include the following:

Operating Costs:

- Fruits & Vegetables: Buying fruits, vegetables, low-fat or non-fat dip for vegetables
- Supplies: Buying nonfood items like napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags
- Program Labor: Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up

Administrative Costs:

Administrative costs are limited to 10% of the total award amount and may include expenses to plan the program, managing the paperwork, obtaining equipment needed and all other aspects of the program that are not related to the preparation and service of the fruits and vegetables. Schools will not receive more than their approved award amount. Administrative costs also include the FFVP share of:

- Purchasing or leasing equipment such as refrigerators, coolers, portable kiosks, carts, and portable food bars
- Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities